

State of California
AGRICULTURAL LABOR RELATIONS BOARD
J O B O P P O R T U N I T Y A N N O U N C E M E N T

DATE: **August 27, 2008**

POSITION: **SENIOR LEGAL TYPIST – PART-TIME/HALF TIME**

SALARY: Range A: \$2589 - \$3148 Range B: \$2894 - \$3516

LOCATION: **SACRAMENTO**

WHO MAY APPLY: Current State employees in transferable classifications. Reinstatements and Retired annuitants are encouraged to apply. Basis of eligibility must be indicated on application of those in a transferable classification. Only qualified applicants will be interviewed. Appointment subject to SROA provisions.

DUTIES AND RESPONSIBILITIES: Under the direction of the Executive Secretary of the Board, serves as secretary to the ALRB Board Members, Executive Secretary, Administrative Law Judges, and assigned attorney staff as necessary. Provide backup clerical support. Duties include: Performs various legal clerical duties including the preparation of legal memoranda, investigative hearing examiner and administrative law judge decisions and administrative orders for the Executive Secretary of the Board, and other documents as needed; prepares drafts and final Board decisions using correct format and legal citations; prepares and files certified record, briefs and other legal memorandum in the state and federal courts; drafts routine correspondence, memoranda and other written communications; types, duplicates, faxes, distributes, and mails written communications; receives, screens and routes telephone calls; processes incoming mail; orders supplies; maintains desk/cabinet files; and performs other essential secretarial tasks.

FINAL FILING DATE: September 26, 2008 or until filled

SEND APPLICATION AND RESUME TO:

Agricultural Labor Relations Board
915 Capitol Mall, Room 345
Sacramento, CA 95814
Attn: Dorothy Kojima, Personnel Office
(916) 651-7602

NOTE: No moving or relocation expenses will be paid by the department.
Appointment subject to passage of State budget/hiring freeze lift.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

California Relay/TDD 1-800-735-2929 or 1-800-735-2922 (Voice)